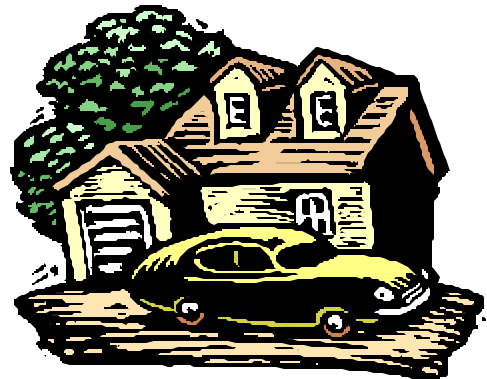
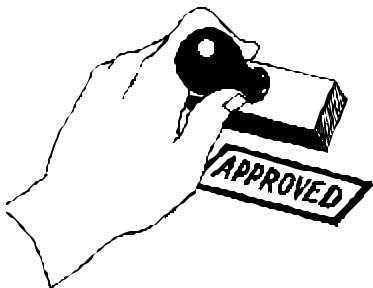


# QUARTERS CLEARANCE HANDBOOK

4th EDITION

A HANDY GUIDE TO MAKING QUARTERS CLEARANCE A BREEZE



## **TABLE OF CONTENTS:**

Bathrooms.....	11
Blinds, Windows, Screens .....	11
Bulk Trash .....	8
Cleaning Standards Government Authorized Move .....	9
Cleaning Standards Non-Government Authorized Move .....	10
Cleaning Standards .....	8
Closets .....	11
Damages Occurring During Move-Out .....	6
Damages to Government Property .....	6
Driveways .....	13
Exterior .....	13
Final Inspection .....	4
Floors .....	12
Furnishings Clearance .....	13
Furniture .....	12
General Information .....	4
Important Telephone Numbers .....	15
Kitchen .....	10
Lights .....	11
Outgoing TLA .....	13
Painting Quarters .....	8
Pre-Inspection .....	4
Recheck Inspection .....	4
Rescheduling Inspections .....	5
Self-Help Responsibilities .....	7
Service Orders After the Pre-Inspection .....	6
Storage Rooms .....	13
Walls .....	12
What is Fair Wear and Tear? .....	5

### **Appendixes:**

Memorandum for Vacating Housing Residents .....	2
Self Help Request Form .....	16
Price List for Charged to Occupant (CTO) Items .....	17

AEUSG-DA-PW-H (210-50)

MEMORANDUM FOR Vacating Housing Residents

SUBJECT: Quarters Clearance

1. Out-processing can be a hectic and stressful time. There seems to be so much to do and so little time to do it. Quarter's clearance is an area where much frustration and stress occur. By following your inspector's advice and the information in this handbook, you should have no trouble passing your final inspection.

2. This Quarters Clearance Handbook contains many items designed to assist you in successfully completing all of your requirements for clearing quarters. It identifies your responsibilities as a vacating resident of Government Housing, Leased Housing and Unaccompanied Personnel Housing (UPH), as well as the responsibilities of the Directorate of Public Works and Housing Division.

3. One important point to remember and which is echoed throughout this handbook is to **"get answers to questions, inventory discrepancies, damages and items of this nature prior to your final inspection."** Waiting to take care of items at your final inspection could result in failure, delays and possibly unneeded expenses. A small amount of effort on your part will make clearing your quarters a much easier process. Proper planning and forethought are imperative to the successful completion of your inspection.

4. Your inspector is your guide throughout this process. Your inspector has an in-depth knowledge of clearing requirements. Please pay attention to their instructions.

5. As always we ask your comments and suggestions for improvements. You and your comments are important and valuable to us. Please take the time to fill out and return customer questionnaires. Your comments help us achieve high levels of excellent customer service.

6. The Housing Division is available to assist you with any housing issues that may arise during your termination of quarters. The proponent for items contained in this handbook is the undersigned. If I can be of further assistance, please contact me at DSN 348-6540, commercial 06151-69-6540

DANIEL L. MACHEN  
Chief, Housing Division

## GENERAL INFORMATION

All families are strongly encouraged to schedule their pre- and final- inspections as soon as they know they will be clearing. **You do not need orders to schedule a Pre-Inspection.** The more time you have between your pre- and final-inspection the easier it is to clear quarters. Pre-termination inspections should be scheduled 30 - 60 days in advance of your PCS. All families are reminded that they are responsible for completing self-help items as well as other clearing requirements.

The list of self-help requirements in this handbook can be used as a checklist. All self-help items are required to be repaired on an as needed basis prior to clearing quarters.

There is an out processing brief held the **2<sup>nd</sup> Wednesday of each month at building 4029 (IOP Center) from 0800 – 1200.**

## PRE-INSPECTION

During your pre-termination inspection, an inspector will walk you through your house. Please point out any required service orders that you are aware of; these must be completed before your final or a statement from TMC that the parts are on order. The inspector will advise you of your requirements for clearing quarters. **Pay Close Attention!** A small amount of effort now can save a lot of time and energy in the future. It's a good idea to go over your list of self-help items and other clearance requirements prior to your inspectors' arrival. If there are any questions, **ask the inspector at the pre-inspection.** The inspector will also provide information on clearance of furnishings.

## FINAL INSPECTION

During this inspection the inspector will ensure you have met all your clearing requirements. A furnishings inventory will be conducted to account for all property on your hand receipt. If all your clearing requirements have been met, the inspector will collect the house keys and you will be issued termination orders and cleared from quarters.



## RECHECK INSPECTION

If you did not pass your final inspection on the first go around you would be required to schedule a recheck inspection. Your inspector will leave you with a deficiency list that shows the area(s) of failure. Please keep in mind that the deficiency list is for your use as a courtesy. Ultimately, you are still responsible

for the standards, as listed in this handbook, until final clearance is granted. Residents are reminded that charges may be assessed for failure to properly complete their final inspection requirements, and show counts as a failure, and residents will be charged for time spent to reschedule.

## RESCHEDULING INSPECTIONS

If you can't make your scheduled inspection please notify the Services Branch at least one day prior to your scheduled inspection. Missed inspections are extremely costly to the government. Manpower, energy and time are all wasted if you fail to arrive at your inspection on time. You should plan on being at your inspection approximately 20 minutes before schedule. You can reschedule an inspection by calling Darmstadt Housing (See telephone numbers at back) for Babenhausen residents (See telephone numbers at back). If the inspector has not arrived for your scheduled appointment please contact the Customer Service Branch (See telephone numbers at back) for Babenhausen contact the Babenhausen office (See telephone numbers at back).

## WHAT IS FAIR WEAR AND TEAR? (FWT)

To some degree it's a judgment call by the housing inspector who typically has in-depth knowledge of housing components, systems and life cycles. FWT is defined as; the normal occurrence of expected wear to a component, system or any part of an assigned housing unit as a result of wear from normal use. **FWT is not determined by family size or ages of dependents.** An item that has to be repaired or replaced before it's full life expectancy has been reached due to neglect or failure to correct the cause of damage or improper maintenance is considered beyond FWT.

Some examples of items typically considered beyond FWT;

If you remove paint from the walls due to stains, crayons, foodstuff or other foreign material. Painting walls different colors is not FWT and charges will be assessed.

Your walls have hand and fingerprints that cannot be removed through normal cleaning.

Performing an unprofessional paint job.

Scratches and gouges due to furniture being placed directly against the walls.

You use improper size, (too large) of wall fasteners for hanging pictures.

Smoking that causes the walls to turn yellow.

There is excessive grease splatter in kitchen areas.

You scratch floors with furniture and appliances.

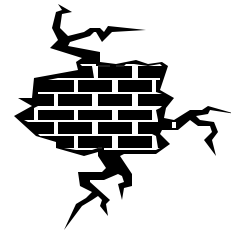
Damage due to misuse of cleaning solutions.

Improper care.

This is not a complete list. It's provided to give you an idea of what guidelines inspectors use to determine damage or FWT.

## DAMAGES TO GOVERNMENT PROPERTY

If at any time the government is required to make repairs to the property or its equipment for damages caused by the abuse or negligence of you, your family members, or guests, you could be held liable to pay the total expense for any loss or damage to assigned housing or related equipment or furnishings. As appropriate, you will be afforded the right to complete the necessary repairs either by outside contractor or on your own; however, work must pass government inspection. All work must be accomplished in a thorough and professional manner. Your inspector will provide damage estimates at your pre-inspection if required.



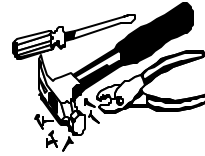
## DAMAGES OCCURING DURING MOVE-OUT

In some instances damages to government property i.e., walls, floors, and stairwells have occurred during the pick up of resident's personal belongings or government furnishings. If this occurs, it is the responsibility of the resident to identify the damage that was caused and to document it in writing. It is suggested to have the employee or contractor that caused the damage to sign this statement. You then must contact the transportation inspector to report these damages. Additionally, contact the Housing Facilities Branch at DSN 348-6545 to have this added to your inspection sheet, to prevent charges or liability on your part.

## SERVICE ORDERS AFTER THE PRE-INSPECTION

During your pre-inspection it is important to point out all known deficiencies within your housing unit. The service order desk will not accept routine service orders after your pre-. Emergency and appliance service orders may still be called in. The reason for this is all open service orders are pulled and submitted for accomplishment during Vacant Quarters Maintenance (VQM), after you have

cleared the quarters. This process clears the database of all work and allows us to better track service orders after the VQM is accomplished. Please keep a note of any additional routine work order items that need to be accomplished and give this to your inspector at the final clearance inspection. He/she will ensure the work is properly submitted after you have cleared your quarters. This includes Quarters to Quarters moves as well.



## SELF-HELP RESPONSIBILITIES

To successfully clear your quarters you are required to ensure all self-help type repairs are complete as required. Performing self-help repairs saves the government valuable maintenance dollars. These savings can be used to support future projects throughout our community and improve the over all quality of life for everyone. Be sure to exchange Self-Help items at the SHIP on a one-to-one method. Any not available ensure you received a statement of Non-availability.

**All items are to be performed on an as needed basis.** Please keep in mind the list is not all-inclusive and represents the **minimum** requirements a resident should perform prior to clearing. Residents are reminded that charges may be assessed for non-completion of self-help items. Some examples of items, which have been designated as “mandatory” self-help repairs, are as follows:

### 1. Carpentry

- a. Tighten hinges on doors and cabinets
- b. Tighten key and striker plates.
- c. Ensure handles are securely fastened on doors, cabinets and closet doors.
- d. Replace cabinet magnets
- e. Tighten or replace towel bars, racks, soap dish holders, and toilet paper dispensers only if holes match. If holes must be drilled ask Facility Service Branch.
- f. Tighten or replace doorstops
- g. Tighten hinges on storage room doors

### 2. Plumbing

- a. Replace showerhead and hose
- b. Replace faucet aerators
- c. Replace sink stoppers
- d. Replace faucet handles

- e. Replace faucet washers
- f. Replace drain plugs and chains

### 3. Electrical

- a. Replace light globes and covers 1 for 1
- b. Ensure all light fixtures have working bulbs

### 4. General

- a. Replace toilet seat
- b. Ensure all weather-stripping is in place and functional
- c. Ensure dryer filter is clean
- d. Remove all nails, screws from walls used for hanging pictures
- e. Replace drip pans on stove
- f. Replace range hood filters
- g. Replace torn or perforated window screens

## PAINTING QUARTERS

It may be possible that you will be charged for painting all or part of your quarters prior to clearance. If required, this is considered self-help. Do not paint any portion of your quarters without first having your pre-inspection and receiving instruction from your inspector. **NOTE: Spot painting of quarters IS NOT permitted.** If painting needs to be accomplished by the resident in order to clear, the entire wall from floor to ceiling will be painted. **Do not paint the baseboards if they are not made of wood.** **Do not paint light switches or receptacle covers.** When applying paint it must be done in a professional manner. All paintwork is subject to the approval of the housing inspector.

## CLEANING STANDARDS

There are two types of cleaning standards, **MINIMUM CLEANING STANDARDS FOR THOSE WHO ARE AUTHORIZED GOVERNMENT CLEANING** and **CLEANING STANDARDS FOR RESIDENTS WHO ARE NOT AUTHORIZED GOVERNMENT CLEANING.**

Service members on PCS, separation, or retirement orders, or those that are directed to move for the convenience of the government are authorized to receive contract quarters cleaning at the expense of the government. The purpose of this service is to minimize Temporary Lodging Allowances (TLA) expenditures. Those utilizing government contract cleaning are **limited to three days outgoing TLA.** Service members not on PCS, separation, or retirement orders, or those that have not been directed to move by the government are not authorized to receive contract quarters cleaning at the expense of the



government. Your inspector will inform you of which standards you will be inspected by.

## **BULK TRASH**

**Residents, who are clearing, must clear out bulk trash items prior to departure. You will not be cleared from your quarters until all bulk trash items have been disposed of properly and the items picked up by the collection agency. There are no exceptions to this rule. You will be charged if you leave trash in your quarters.**

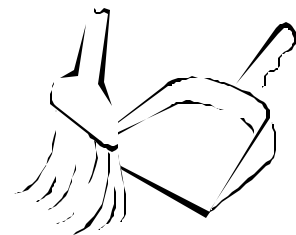
## **MINIMUM CLEANING STANDARDS FOR THOSE WHO ARE AUTHORIZED GOVERNMENT CLEANING**

You are responsible for the minimum clearing standards. Paying for contract cleaning does not relieve you of your responsibilities. **NOTE:** If occupants pay for cleaning and the oven is left with baked on this is not considered a CTO as this is not above the scope of the cleaning contract. If the occupant has paid for cleaning but has left trash through out the apartment, charges will be accessed in such cases.

Sweep floors, vacuum rugs and carpets.

Remove crayon, pencil marks and foodstuff from walls and ceilings.

Remove all nails, hooks from walls, ceilings and doors. Fill holes if your quarters are not scheduled to be painted during vacant quarters maintenance.



Remove all shelf paper, tape, staples, tacks, food particles, trash and personal items from cabinets, closets, drawers and shelves. Resident installed plastic adhesive-backed items (i.e., cup holders, hooks, wall borders, and towel holders) will be removed and surface to which adhered free of residue.

Defrost and wipe down refrigerator; lower setting to minimum.

Wipe down all appliances, removing loose food particles. Any heavily baked on or crusted foodstuff is your responsibility to remove.

Remove excessive soap and calcium build up from bathroom fixtures.

Empty trashcans and remove any crusted residue.

Wipe down all government furniture.

Sweep and clear debris from sidewalks, patios and balconies.

Driveway/Parking area - degrease oil spots, sweep and wash.

Utility rooms, maid's rooms and storage cages will be broom cleaned. Grease and other marks or accumulations will be removed. Properly cleaned utility room will be free from odors, removable stains, grease, marks, or accumulations.

#### Exterior for Residents of Other Than Stairwell Type Housing

- a. Freshly cut lawn
- b. Yard raked
- c. Flower beds - weeds removed and soil turned over.
- d. Edging. You are required to edge around driveway, curb, exterior walls, cement slabs, and stepping-stones. All landscaping items removed to facilitate lawn maintenance will be reinstalled.
- e. Trim all shrubs.
- f. Trashcans. Trashcans will be clean; any refuse accumulated will be placed neatly in disposable containers and placed in the garbage pickup area.

**Residents are reminded that the standards listed above represent the minimum cleaning requirements required to clear quarters. Areas that require extra cleaning because of neglect or lack of care during residency are your responsibility and must be accomplished prior to clearing.**

#### CLEANING STANDARDS FOR RESIDENTS WHO ARE NOT AUTHORIZED GOVERNMENT CLEANING

Service members not on PCS, separation or retirement orders are not authorized to receive contract quarters cleaning at the expense of the government. This includes Quarters to Quarters move for personal convenience moves. Therefore, they are required to do a "self-clean". Normally this is for families moving from one set of quarters to another because of a change in bedroom requirement or as a result of an approved exception to policy.

As a minimum residents will be responsible to conform to the following standards before a final clearance is granted.



The entire quarters will be cleaned and suitable for immediate occupancy. **For the purpose of these cleaning standards, the term "clean" is defined as: free of dirt, dust, lint, stains, streaks, film, grease, mildew, food stuff, finger prints, cleaning material, mineral deposits, and all other forms of foreign matter.** Charges will be assessed for any damages caused by the

cleaning process or material. All items of equipment, appliances, and building components will be cleaned as follows:

1. Kitchen:

a. Range. Inner and outer surfaces will be clean. All parts that can be disassembled with use of a screwdriver will be cleaned and re-assembled. Range will be moved away from the wall to facilitate cleaning the total floor and wall area. Care should be exercised when using stove cleaners; stove cleaners sprayed or allowed to drip on non-enamel or non-porcelain surfaces and floors will damage surfaces and material. Care should be exercised when cleaning painted surfaces; steel wool or scrubbing pads can scratch painted surfaces.

b. Range-hood and Exhaust Fan. Range-hood and/or exhaust fan will be clean. Removable filter(s) will be cleaned.

c. Refrigerator and Freezer. Inner and outer surfaces of refrigerator and freezer will be clean. Freezer will be defrosted, ice maker and ice trays empty and dry. Cover at base of refrigerator is to be removed, drip pan removed and cleaned, base and cover cleaned, and cover reinstalled. Refrigerator/freezer will be plugged in, but turned off, and doors left open. Icemaker will be turned off.

d. Cabinets and Countertops. Exterior and interior surfaces of cabinets and drawers will be clean. Countertops will be clean. All shelf paper, decals, and plastic adhesive-backed items (i.e., cup holders, hooks, and towel holders) will be removed and surface to which adhered free of residue.

e. Sinks. Sink and plumbing fixtures will be clean. Strong abrasives will not be used to clean chromium - plated hardware. These fittings will be washed with a mild cleanser, allowed to air dry, and polished with a soft cloth or paper towel.

f. Dishwasher. Inner and outer surfaces of dishwasher will be clean. Racks and hardware will be clean.

2. Blinds, Windows, Screens:

a. Blinds will be clean. Care will be taken to prevent staining of tapes and cords during the cleaning process. Slats will be cleaned using a neutral soap solution and rinsed. Tapes and cords may be cleaned with a vacuum attachment or dry-cleaned with a brush. After cleaning, blinds will be lowered with slats opened for inspection.

b. Windows. Prior to window cleaning, remove all accessible screens and blinds. Blinds and screens will be replaced and readjusted, and windows secured before leaving the quarters. All accessible window surfaces, inside and outside, and windowsills will be clean. Acceptable glass, frames, casings, seals, ledges, and adjacent wall surfaces will be clean and dry.

c. Screens. Accessible screens will be removed, cleaned, allowed to dry, and re-installed. The use of nails/screws for refastening screens is not permitted.

3. Closets. Closets, including floors, walls, hanger rod, shelves, and door, will be clean.

4. Light Fixtures. Light fixtures will be clean. Included in the cleaning operation will be removal, washing, and replacing light globes, reflectors, and similar items.

5. Bathrooms:

a. Bathtub, Shower Stalls, and Sink. Bathtubs, shower stalls, and sink will be clean. Fiberglass tubs, shower stalls, and sinks will not be cleaned with an abrasive cleaner. All decals and plastic adhesive-backed items will be removed. Strong abrasives will not be used to clean chromium-plated hardware. These fittings will be washed, allowed to air dry, and polished using a clean, dry, soft cloth or paper towel.

b. Toilet and Water Closet. Water closets, toilet bowls, and toilet seats will be clean. Contact kill time for disinfectant detergent used is 30 seconds to one minute for effective disinfecting. Cleansers containing strong abrasives, acids, or alkali solutions will not be used. A calcium remover will be used only when necessary. All toilet seats will be washed on both sides and under the fastener caps.

c. Tile. All tile and grout will be clean. A calcium remover will be used only when necessary. Tile surface will be smooth to the touch with no cleaner residue left behind.

d. Mirrors and Medicine Cabinets. Mirrors and medicine cabinets - to include interior and exterior surfaces, shelves, and tracks - will be clean. Mirrors will be cleaned with glass cleaner and polished with a soft cloth or paper towel.

6. Walls, Ceilings, Painted Doors, and Baseboards. Surfaces painted with enamel (kitchen and bathroom walls, doors, etc.) will be clean utilizing a strong cleanser. Walls throughout the remainder of the quarters are painted with latex water base paint; therefore, extreme care must be exercised to ensure the surface is clean without damaging the paint. They should be cleaned with a damp sponge and a mild cleanser; excessive rubbing will remove the paint. Painted surfaces and baseboards will be cleaned with a chemical type cleanser intended for household use. Heating/cooling vents will be clean. Plastic baseboards, switch plate covers, and outlet covers will be clean with all paint spots removed. Switch plate covers and outlet covers will be removed from the wall for cleaning and reinstalled.

7. Floors. Residents will be required to remove all stains and dirt sediments. All floors (without carpet) shall be damped mopped, including under furniture and equipment. PVC tile, linoleum and wooden floors shall be polished with an emulsion-type polish that will not build up or damage the wooden floor sealer.

Care should be taken not to damage floor surfaces with cleaning materials. Old floor wax shall be removed from baseboards; baseboards shall be cleaned to remove marks. Duplex and single houses where the basement floor surfaces are painted or finished shall be damp mopped to remove all spots and dirt; floor drains shall be cleaned of residue. Other floor cleaning includes vacuuming/shampooing (carpets). Types of floor surfaces include wood, linoleum, asphalt tile, vinyl tile, mosaic tile, carpet, rugs, and concrete. All movable equipment and appliances will be moved to clean floors underneath. All items moved during floor cleaning operations will be returned to original positions. Floor cleaning also includes cleaning door tracks/runners and

thresholds. Shampoo all installed carpet. A dry vacuum process to remove all dust, dirt, loose soil, and foreign matter before shampooing will clean carpet. After dry vacuum, carpets will be cleaned with carpet shampoo. The carpet will be dry vacuumed again after drying.

8. Furniture: Wooden furniture will be clean and a light coat of wood polish applied. The drawers will be clean and left open staggered from top to bottom. Upholstered furniture (sofa, mattress, mattress cover, easy chair, pillow, and box spring) will be brushed and vacuumed.

9. Storage Rooms/Sheds: Utility rooms, maid's rooms and storage cages will be broom cleaned. Grease and other marks or accumulations will be removed. Properly cleaned utility room will be free from odors, removable stains, grease, marks, or accumulations. The garbage container will be placed in the utility room after the utility room and garbage container have been properly cleaned. Government-owned hose(s) will be neatly coiled and placed in the utility room along with sprinkler(s).

10. Driveway/Parking Area: Degrease oil spots, sweep and wash.

11. Exterior for Residents of Other Than Stairwell Type Housing:

- a. Freshly cut lawn
- b. Yard raked
- c. Flower beds - weeds removed and soil turned over.
- d. Edging - Edge around drive way, curb, exterior walls, cement slabs, and stepping-stones. All landscaping items removed to facilitate lawn maintenance will be reinstalled.
- e. Trim all shrubs.
- f. Garbage, Trash, Refuse. Trashcans will be clean; any refuse accumulated will be placed neatly in disposable containers. Bulk trash items must be disposed of properly and the items picked up the collection agency. There are no exceptions to this rule.

## FURNISHINGS CLEARANCE

At the conclusion of your pre-inspection your inspector will issue you a copy of your furnishings hand receipt. Carefully review your hand receipt and ensure all furniture is accounted for. If there are any problems with your hand receipt you should contact furnishings and resolve discrepancies prior to your final inspection. Call the Furnishings Branch to have temporary furniture delivered prior to your clearance if required. Residents will contact the Furnishings Branch if an arranged appointment cannot be met. Individuals, to whom government furnishings were issued, are liable for damage, destruction, or loss caused through negligence or willful misconduct by them or their family members, guests or pets. The housing inspector will assist you in identifying lost, damaged or

destroyed furnishings during your pre-inspection. All furniture transactions insofar as pickup or delivery can be arranged telephonically. Customer Service numbers (See telephone numbers at back).

## OUTGOING TEMPORARY LIVING ALLOWANCES (TLA)

A service member who resides in government quarters is authorized up to **3 days outgoing TLA**. Service members who live in private rental housing are authorized up to 10 days outgoing TLA. TLA can be terminated if the service member does not comply with regulatory requirements, delays port call for personal reasons, delays or fails final inspection of government quarters or delays airline reservations for personal reasons. All TLA exceptions will be handled on a case-by-case basis. TLA is not authorized when the service member is on leave, out of country where stationed or CONUS. The regulation governing TLA authorizations is 37-4, Providing Temporary Lodging Allowance in USEUCOM. This regulation can be viewed at <http://www.aeaim.hqusareur.army.mil/library/REG/F-PUB-REG.htm>. Any questions pertaining to TLA can be directed towards the Customer Service Branch (See telephone numbers at back).



## Important Phone Numbers

### **DIRECTORATE OF PUBLIC WORKS**

<b>DPW</b>	<b>348-1560</b>
<b>Contracting Officer Representative</b>	<b>348-6868/7272</b>
<b>Operations and Maintenance</b>	<b>348-7116/7117</b>
<b>Environmental Office</b>	<b>348-6258/6172</b>

### **HOUSING**

<b>Darmstadt</b>	<b>348- 6832/6102/6808/7423</b>
<b>Babenhausen</b>	<b>348-3822</b>
<b>Facilities Management Office</b>	<b>348-6545/7222</b>
<b>Customer Service Office</b>	<b>348-6102</b>
<b>Patriot Inn Hotel Darmstadt</b>	<b>348-1700</b>
<b>Rail Gunners Arms Babenhausen</b>	<b>348-3655</b>

### **COMMUNITY MANAGEMENT OFFICE**

<b>Darmstadt (CFK)</b>	<b>348-6200/7402</b>
<b>Kelley</b>	<b>348-7214</b>
<b>Babenhausen</b>	<b>348-3621/3721</b>

### **OTHER IMPORTANT NUMBERS**

<b>Outbound Transportation</b>	<b>348-7407</b>
<b>ACS</b>	<b>348-7111/7713</b>
<b>Vehicle Point for POV's</b>	<b>348-6188</b>

### **BASE OPERATION SERVICES**

<b>Service Order Desk/ Appliance Repair 1689</b>	<b>06151-915213 through 915216 or 915220 or DSN</b>
<b>Furnishings</b>	<b>348-7113/7846</b>
<b>Self Help</b>	
<b>Babenhausen</b>	<b>348-3605</b>
<b>Darmstadt</b>	<b>348-6125</b>

FROM: DPW, Housing Facilities Branch

TO: BOS, Self Help Center

Please provide the following service order/request:

---

---

---

---

---

---

To: \_\_\_\_\_

Name/Rank: \_\_\_\_\_

Building Number/Quarters Address: \_\_\_\_\_

Request Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Material Received: \_\_\_\_\_

Residents Signature: \_\_\_\_\_



## Price List for CTO Items

Items	Unit Price	Costs Plus Labor	
Bathroom Sink (standard size)		€ 49.00	\$ 40.00
Bathtub		€133.00	\$108.00
Ceiling Light (-fitting)		€ 37.00	\$ 30.00
Chandeliers (5 bulb)		€ 89.00	\$ 72.00
Cleaning Apartment	Per square meter	-	\$ 2.43
Door Mahogany Veneer	87 x 198 cm	€ 99.00	\$ 80.00
Door Frame Mahogany Veneer		€168.00	\$136.00
Door White Lacquer		€117.00	\$ 95.00
Door Frame Weiss Lack		€171.00	\$138.00
Exhaust Hood		€ 82.00	\$ 67.00
Exchange Apartment Lock		-	\$ 28.25
Exchange System Lock		-	325.00
Exchange Mailbox Lock		-	\$ 24.20
Hard Wood Floors	Square meter	€ 67.00	\$ 54.00
House Intercom (Ritto ®)		€ 77.00	\$ 63.00
House Intercom (Siedle ®)		€ 97.00	\$ 79.00
Kitchen Sink		€117.00	\$ 95.00
Medicine Cabinet		€ 93.00	\$ 75.00
Mirror	160 x 60 cm	€112.00	\$ 91.00
Mirror	60 x 40 cm	€ 35.00	\$ 29.00
Ornament Glass for Bathroom		€ 87.00	\$ 71.00
Painting Family Housing	Per square meter	-	\$ 8.00
Paining Leased Housing	Per square meter	-	\$ 6.75
PVC-Tile	Square meter	€ 35.00	\$ 29.00
Rolling Shutters Strap		€ 35.00	\$ 29.00
Sanding & Sealing Wooden Floors	Per square meter	-	\$ 10.85
Toilette (standard)		€ 47.00	\$ 38.00
Toilette Flushing Cistern		€ 77.00	\$ 63.00
Windowsill (gray)	250 x 28 x 2 cm	€181.00	\$146.00
Washbasin		€ 97.00	\$ 79.00
Window Screen Without Frame		€ 31.00	\$ 25.00
Window Screen With Frame		€ 62.00	\$ 50.00